TITLE: Development Director (Full Time, Exempt)

SUMMARY

The Development Director leads ACT's fundraising efforts and helps strengthen the relationships and community support that sustain its mission. Working closely with the Executive Director, the Development Director develops and implements strategies to grow contributed revenue, deepen donor relationships, and build long-term financial support for the organization. To support this work, the position oversees institutional communications and external relations, promoting ACT's mission, impact, and priorities to supporters and the broader community. Supported by a small team, the Development Director oversees fundraising activities, special events, and communications efforts. The role reports to the Executive Director.

ABOUT ARTISTS CREATING TOGETHER

Artists Creating Together empowers individuals with disabilities to learn, grow, and build community in the greater Grand Rapids area.

CORE ROLES

1. Primary: Grow and diversify contributed revenue, particularly through individual giving, major gifts, and foundation support.
2. Secondary: Strengthen ACT's institutional visibility and external relationships.
3. Management: Provide direction and oversight to staff supporting fundraising events, communications, and administration.

RESPONSIBILITIES

Fund Development (60%)

- Develop and implement an annual fundraising plan to grow and diversify contributed revenue in support of ACT's programs and operations.
- Partner with Executive Director to establish and cultivate donor relationships.
- Strengthen individual giving through donor identification, cultivation, solicitation, retention, and stewardship, with particular attention to growing major gifts.
- Identify and pursue foundation and corporate funding opportunities, including preparation and management of grant proposals and reports.
- Maintain donor records and use fundraising data to inform strategies and track progress.

Institutional Messaging & External Relations (20%)

- Develop a communications plan to support fundraising priorities, donor engagement, and organizational positioning.
- Build and maintain relationships with community leaders, partner organizations, businesses, and other stakeholders.
- Work collaboratively with program staff to tell ACT's institutional story and communicate impact.
- Guide institutional communications, including newsletters, appeals, website content, social media, and other outreach materials, with support from the Outreach Coordinator.
- Supervise the part-time Outreach Coordinator.

Event Management (10%)

- Work collaboratively with ACT staff to plan and execute fundraising events; including the *We Are All* Auction, a spring fundraiser, and other development events and donor cultivation events.
- Work with the Executive Director to establish event goals, fundraising strategies, sponsorship opportunities, and stewardship activities.
- Cultivate corporate sponsors and individual supporters through fundraising events and related engagement opportunities.
- Supervise a part-time Fundraising and Event Coordinator.
- Collaborate with Board committees, volunteers, and staff to support successful event planning and execution.
- Work with the Executive Director to evaluate event performance and identify opportunities to strengthen event outcomes.

Administrative & Fiscal Oversight (10%)

- Work with the Executive Director to establish annual fundraising goals and budgets.
- Monitor fundraising progress throughout the year and provide regular development updates to the Executive Director and Board.
- Provide direction and support to ad hoc team members, including 1-2 college interns per academic semester and development contractors.

QUALIFICATIONS & EXPERIENCE

Required Qualifications & Experience

- At least three years of progressively responsible experience in nonprofit fundraising or a related field, with demonstrated success in donor cultivation, solicitation, and stewardship.
- Strong relationship-building skills and the ability to engage donors, community partners, and other stakeholders.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills, with the ability to manage competing priorities and work collaboratively with a small team.
- Familiarity with Salesforce or a comparable CRM platform.
- Familiarity with fundraising budgets, revenue goals, and performance reporting.
- Commitment to creating accessible opportunities for individuals with disabilities.
- Ability to work and connect with others of diverse backgrounds and experiences

Preferred Qualifications & Experience

- Experience securing major gifts, foundation grants, and corporate sponsorships.
- Familiarity with the West Michigan philanthropic and nonprofit community.
- Experience guiding institutional communications, marketing, or external relations activities.
- Understanding of disability and arts community issues and trends.

Additional

- Local travel required; must hold a valid driver's license and have own transportation
- Requires use of computer/keyboard.
- Some sitting, standing, and lifting required (up to 20lbs).
- Evening and weekend hours required; varies based on pre-scheduled events and programs; varies by season.

SALARY & BENEFITS

The hiring range is $45,000-$60,000 and includes a competitive benefits package.

This is a hybrid position based out of our studio. You will work on-site four days a week and remotely up to one day a week.